



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY

Career Opportunity

SEASONAL EMPLOYMENT



Title:	Location:	Opening Date:
Files and Records Clerk Summer Intern - Full-time Hours; 40 hrs. per week	Clerk's Office Camden, New Jersey	March 17, 2008
Brief Description:		Closing Date:
Under the general direction of the Deputy-In-Charge and/or their designee, the incumbent is responsible for the contents and maintenance of official files for the court unit. The incumbent is also responsible for the reproduction of necessary documents for binding and/or dissemination. The incumbent will have exposure to Judicial Officers and their staff, and may have an opportunity to observe court proceedings.		March 31, 2008

SALARY: \$12.13 per hour (approx.) @ 40 hours per week (CL 22/1)

STARTING DATE OF POSITION: April 2008

ENDING DATE OF POSITION: On or before August 29, 2008

FULL-TIME SEASONAL EMPLOYMENT - 40 hour work week - 8:30 a.m. to 5:00 p.m.

JOB ANNOUNCEMENT NUMBER: (2008-05)

POSITION OVERVIEW:

- Ensures the timely and accurate filing of documents and compliance with records retention schedules.
- Retrieves files and makes copies of records for court personnel, attorneys, and others.
- Retrieves records from the appropriate Federal Records Center and prepares and ships records to the same facility.
- Assists with the reproduction of documents, manuals, etc., as needed.
- Handles general inquiries as they pertain to files and records.
- Assists with processing jury questionnaires.
- Answers questions regarding the court's electronic case management system "CM/ECF".
- Assists with tasks, such as scanning disks for viruses.
- Assists with the sorting, distribution and delivering of daily incoming and outgoing mail.
- Performs other duties as assigned.

Note: Some lifting of boxes and reorganizing of furniture, when needed, may be required.

QUALIFICATION REQUIREMENTS:

The District Court is looking for a motivated, organized, self-starter that can work both independently and in a team work setting. The primary function of this position is to manage the content and maintenance of Court files. Therefore, previous knowledge of and experience in monitoring and maintaining files and records (records management) is helpful. The incumbent for this position must demonstrate a basic knowledge of office clerical practices such as typing, filing, and proper telephone usage. The incumbent should also demonstrate the ability to operate various office equipment, which includes, but is not limited to, copiers, fax machines, typewriters, the postage meter machine and work with various computer programs (preferably Word Perfect, Internet and Lotus Notes programs). To

effectively perform the functions of this position, good organizational skills and the ability to handle multiple tasks are essential.

Education above a high school level at an accredited institution may be substituted for general experience on the basis of one academic year equaling nine months of experience. Classification Level 22 requires one or more years of general experience necessary.

ORGANIZATIONAL RELATIONSHIPS:

A Files and Records Clerk reports directly to the Deputy-In-Charge and/or their designee.

INFORMATION FOR APPLICANTS:

Submit a cover letter, résumé, salary history and requirement to:

Emma Fernandez-Regan, HR Manager
United States District Court for the District of New Jersey
Clarkson S. Fisher U.S. Courthouse, 402 East State Street, Room 2020
Trenton, New Jersey 08608
E-mail: NJD3-HumanRes@njd.uscourts.gov
(Send files in WordPerfect or text only format.)

Only qualified applicants will be considered for this position. Only applicants selected for an interview will be contacted. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Management may cancel or close this announcement at any time. Therefore, it is recommended that applications be submitted as soon as possible.

General Information

Federal employees are subject to a mandatory electronic direct deposit of salary payment. The appointee is also subject to a six-month probationary period. All Court employees are covered under the “At Will” employment provision and, therefore, the appointee/position may be terminated/abolished at any time.

Management may temporarily or permanently transfer an employee to another courthouse within the United States District Court for the District of New Jersey, as needed or necessary.

Applicant must be a U.S. citizen or eligible to work in the United States.

Background Check and Investigation

As a condition of employment, background checks and investigations are mandatory for all new employees who are appointed to positions in the Federal Court. The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprinting and other possible investigations, together with professional reference checks. An individual appointed to a position in the District Court will be hired provisionally pending the result of the necessary background check, investigation and professional reference checks. The removal of “provisional status” does not affect any aspect of the employment relationship including the “At Will” employment status of a Court employee.

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THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY
IS AN EQUAL OPPORTUNITY EMPLOYER